

## Sweeps Policy Waiver Request

### Procedures to submit a Waiver Request

Waiver request must be submitted no later than May 15<sup>th</sup>. Any request submitted after the deadline will be denied.

Waivers **must at least** include the following:

- Current school year of waiver.
- Details as to why request is being made.
- Documentation supporting reason for request (where applicable).
- List of processor(s), commodity codes (ex. large bird – 100103) and pounds requesting to have waived.
- Estimated timeframe to utilize potential waived pounds.

Once your request has been received FDD will review and determine if your request is approved.

Approved waivers must be used by the end of the following school year for which the waiver is approved or when determined by FDD. These pounds can only be waived once.

FDD reserves the right to determine the length of the waiver.